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SECRET

[Redacted Box]

50X1

Copy No.

Chronology.

30 October 1957

MEMORANDUM FOR: All TALENT Control Officers

FROM: TALENT Security Officer, CIA

SUBJECT: Instructions for Handling of TALENT Materials

1. The attached instructions are designed to answer a number of recent questions pertaining to the handling of TALENT materials only.

2. Should you have any questions or suggestions, please contact [Redacted Box]

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3. It is proposed that these instructions, together with others issued in the past, be incorporated into the TALENT Control System Manual-1956. In the very near future, all document handling procedures, as well as all changes to the TALENT Control System Manual, will be consolidated and re-issued for your convenience.

J. Q. REBER

HANDLE VIA TALENT
CONTROL SYSTEM ONLY

SECRET

Copy No.

50X1

30 October 1957

REFERENCE: [] dated 1 August 1956

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These instructions are designed to clarify a number of recent questions pertaining to the handling of TALENT materials. They are either corrections of or additions to the above reference.

USE OF TALENT CODEWORD

The TALENT Control System is designed to protect information pertaining to and derived from the exploitation of TALENT materials. Information pertaining to the exploitation of this material, which of necessity is administrative and/or operational in nature, should be classified SECRET or TOP SECRET without the codeword (CHESS) but should bear the stamp, HANDLE VIA TALENT CONTROL SYSTEM ONLY. Information derived from the exploitation of these materials should bear the codeword CHESS in addition to the normal TOP SECRET security classification, but should not be stamped HANDLE VIA TALENT CONTROL SYSTEM ONLY. Cover sheets will be placed on both types.

TALENT COVER SHEET

The TALENT cover sheet will be stamped at top and bottom with the security classification only -- CHESS is not placed on the cover sheet.

TALENT REPORT COVERS

Whenever a TALENT report is prepared and a cover is affixed thereto, the codeword (CHESS) should not appear thereon. The warning HANDLE VIA TALENT CONTROL SYSTEM ONLY, the security classification, and a statement pertaining to the "must-know" principle must appear. Attached is a sample cover showing the essential elements to be included. The pages of the enclosed text and inclosure, however, will bear the codeword (CHESS) as appropriate. The back of the cover must only bear the security classification.

USE OF TCS NUMBERS

All papers bearing the TALENT codeword or the stamp HANDLE VIA TALENT CONTROL SYSTEM ONLY will be assigned a TCS number. These numbers must appear on all pages of the paper. This applies only to all CIA produced papers as well as papers received in CIA from other TALENT Control Areas.

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TRANSMISSION OF TALENT DOCUMENTS

To ensure that HTAUTOMAT couriers do not unwittingly transmit envelopes containing TALENT material to unauthorized recipients or areas, TCOs are requested to place the following symbol(s), as appropriate, in green in the upper right hand corner of all outer envelopes:

"T" for TALENT

RECEIPTS

Receipts for TALENT material will be returned in sealed envelopes to the originator through the HTAUTOMAT courier service.

The stamp "HANDLE VIA TALENT CONTROL SYSTEM ONLY" should not be used unless required.

In order to avoid unnecessary classification of document receipts, it is suggested that TCOs exercise special care in the description of materials which are placed on document receipts so as to avoid unwarranted disclosure of classified data. In the event it is impossible to reference the item transmitted without divulging classified information, the document receipt should bear the appropriate classification and/or codeword(s). Such classified receipts do not require receipts when returned in the TALENT courier system provided by HTAUTOMAT.

COURIERS

The HTAUTOMAT couriers have in the past been asked to deliver non-codeword materials resulting in delayed deliveries of TALENT and related rush materials. As of this date, the HTAUTOMAT couriers are instructed to deliver only those materials which are in the TALENT Control System; other materials should be handled in normal courier channels.

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